

	TRANSFER POLICY – SELECTION PROCESS 2 “ADDENDUM C PROCESS” PHOENIX POLICE DEPARTMENT	Operations Order 4.6.03 PAGE 1
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1. SELECTION PROCESS

A. Overview

The selection process will consist of scoring an applicant's seniority and an oral interview process. If desired, additional areas of evaluation appropriate to the position may be evaluated. The entire process will be worth a score of 100 points.

- The applicant's seniority will be worth 10 points as calculated in section B below.
- An oral interview will comprise of no less than 25 points and no more than 90 points
- If additional area/s of evaluation appropriate to the position is tested, the remaining points will be attached to the evaluation/s.

B. Seniority Formula - This applies to officers/supervisors without breaks in service and officers/supervisors with breaks in service who have returned to work via the provisions of [Personnel Rule 18](#). (There is no loss of seniority when a Civil Service reinstatement is involved.)

(1) Police Officer

- (a) Each full year as a Phoenix police officer will be counted as one-half of a point.
- (b) A maximum of 10 points will be given for 20 or more years of service.

(2) Sergeants

- (a) Each full year as a police sergeant will be counted as one-half of a point.
- (b) Only consecutive time on the Department in the specific rank of the selection process will be counted when determining seniority credits.

C. Oral Interview and Evaluation Formula

- (1) If only an oral interview is used, and no other area of evaluation is considered, it will be worth 90 points.
- (2) If applicable, any remaining points not comprised of the oral interview and the seniority points will be attributed to any other area of evaluation appropriate to the position.

EXAMPLES:

Résumé = 20 points, Performance Management Guide (PMG) = 20 points, Oral interview = 50 points

Written test = 25 points, Practical exercise = 25 points, Oral interview = 40 points

Résumé = 25 points, PMG = 10 points, Records management system (RMS)/ Practical/Written test = 25 points, oral interview = 30 points

Handgun evaluation = 5 points, Written test = 5 points, Decision making evaluation = 15 points, Tactical evaluation = 25 points, Physical fitness test = 10 points, Oral interview = 30 points

- (3) If, after scoring is completed, two or more applicants are tied with identical scores, selection will be based on seniority in accordance with [Personnel Rule 14](#).

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2. **FINAL SELECTION** - Once the interview process is completed, one of the two options, list or no list as selected in [Operations Order 4.6.01 Transfer Policy Grid](#), will be conducted.
 - A. **No List** - After the oral interview, the affected assistant chief or designee will discuss the top candidates with the Chief of Police.
 - No more than three candidates for one position will be discussed.
 - Employees not chosen may request a meeting with any member of the selection panel.
 - The Chief of Police reserves the right of final approval for any specialty position.
 - B. **List** – If a list is created, the list will be good for one year, unless exhausted, and will be maintained by the issuing division/bureau/precinct.
 - (1) Applicants will normally be selected in the order of their placement on the transfer list.
 - A written explanation by the Chief of Police or designee will be provided to employees who have been passed over on any transfer list.
 - Employees not successful in the selection process may request a meeting with any member of the selection panel.
 - (2) The Chief of Police will be the final approving authority regarding all transfers.

Last Organizational Review: